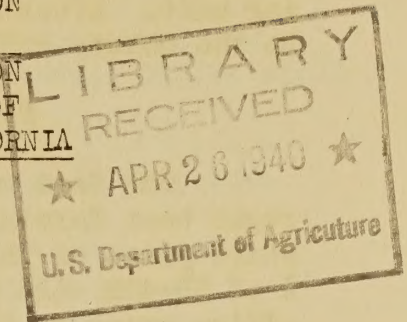


Issued April 10, 1940

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS RELATIVE TO DETERMINATION
OF PERFORMANCE UNDER THE PROVISIONS OF
THE 1940 SUGAR BEET PROGRAM IN CALIFORNIA

(For use by County Committees)

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in Instructions Relative to Determining Performance Under the Provisions of the 1940 Agricultural Conservation Program in the Western Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1940 sugar beet program. In counties where sugar beets are planted in 1940, farm supervisors and persons employed in the county office who will assist in carrying out the 1940 sugar beet program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1940 sugar beet program must be clearly understood. A FARMING UNIT, as used herein, means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operation due to extreme distances between the units, and each such unit is handled by separate work stock, machinery, and general farm labor. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm supervisors who report performance with respect to the Agricultural Conservation Program will also report performance under the 1940 Sugar Beet Program. Whenever practicable, the inspection of a farming unit in connection with the sugar beet program should be made at the same time the inspection, if any, is made in connection with the Agricultural Conservation Program.

A list of the farming units on which a determination of performance is necessary in connection with the sugar program may be obtained by requesting a list of the growers who have contracted with the sugar companies.

Form SB-402-California, Farming Unit Report, (hereinafter referred to as "SB-402") will be used to record data with respect to performance under the 1940 Sugar Beet Program. Such form will be prepared in part by the farm supervisor and in part by clerical assistants in the county office.

In some cases, it may be necessary to make a second inspection of a farming unit. After each inspection, the farm supervisor shall return SB-402 to the county office, where necessary computations will be made.

PART II. FIRST INSPECTION OF FARMING UNIT

The farm supervisor will be supplied with forms SB-402 for all sugar beet farming units and with the photo enlargement or black and white print of the farming units where such maps are available. Section I of SB-402 will have been executed by clerical assistants in the county office prior to the inspection.

In some cases, growers will have requested that the crop year for the purpose of determining performance under the sugar beet program, be the 12-month period beginning 100 days prior to the planting date for sugar beets for the farm. The farm supervisor should be advised of such cases, provided the county committee has given approval.

When the farm supervisor visits a farming unit, he should interview the operator or some other responsible person who is able to furnish information regarding leasing arrangements; crop history and any other information necessary for the completion of SB-402.

The farm supervisor shall make and record all measurements which are necessary in order that the acreage of sugar beets planted for harvest for the production of sugar may be computed in the county office after deducting for fence rows, turn rows, permanent irrigation ditches, and large waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm supervisor shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm supervisor is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.

Where photo enlargements or black and white prints have not been prepared under the agricultural program, a sketch map of the farming unit shall be drawn on the back of SB-402. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out. In the preparation of the map, solid lines shall be used to designate permanent boundaries, dotted lines to designate field divisions which are not permanent boundaries, and double lines to designate roads and lanes.

PREPARATION OF SB-402. Entries made on SB-402 by clerical assistants in the county office before the farm supervisor visits a farming unit shall

be made with red pencil and entries made by the farm supervisor during the first inspection of a farming unit shall be made with black pencil.

Entries to be Made in County Office. Before the farm supervisor visits the farming unit, the clerical assistant in the county office shall make the following entries on SB-402.

- (1) Aerial photo number or map number to be taken from ACP records.
- (2) The name of the beet sugar factory or factories to be taken from the list of growers received from sugar company.
- (3) The name and address of the operator of the farming unit.
- (4) Size of farming unit and acres of cropland to be taken from ACP records.
- (5) The location or legal description of the farming unit to be taken from the latest ACP records.

If these records are not correct, they shall be changed by the farm supervisor.

Section II. The farm supervisor will enter in column (a) the worksheet number or numbers of the tract or tracts on which sugar beets are planted. In some cases it may be more convenient to use the farm number on the photo enlargement as an identification of the different tracts. However, before any entries are made in column (a), the names and addresses of all persons who are entitled to percentage shares in the sugar beet crop shall be entered in columns (f) and (g), and the percentage shares as specified in the leases or operating agreements shall be entered in column (h). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents land on which sugar beets were planted from two landlords, his name shall be entered on two lines. In such case, the farm number or worksheet number for each tract shall be entered twice, once on the line opposite the name of the operator-producer and once opposite the landlord's name.

Enter in column (b) the 1940 field letter or letters for the fields planted to sugar beets in 1940. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field letters shall be repeated on the line opposite the name of each such person.

After field letters have been entered in column (b), the farm supervisor shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one

field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). However, if the same field letter appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator-producer. If the acreage in a field has been computed from previous measurements and is known to the supervisor, he shall enter such known acreage in column (c) instead of an estimate. The farm supervisor shall not report in Section II any sugar beet acreage planted for livestock feed or for any purpose other than the production of sugar. The supervisor will make no entries in columns (d) and (e).

If, at the time the farm supervisor makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm supervisor shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm supervisor shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are listed in Section III. Such practices must have been carried out on land adapted to sugar beet production. In determining whether a field is adapted to sugar beet production, the farm supervisor shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm supervisor shall list in Section III all soil-conserving practices carried out on the farming unit in the 1940 crop year.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm supervisor shall enter the names of crops, estimated acreages on which practices were carried out, field letters, worksheet numbers, and the indicated data with respect to application of animal manure, leguminous crop residues, lime, and commercial fertilizer. In items 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm supervisor must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

The farm supervisor will make no entries in column (e).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the worksheet numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes," the farm supervisor shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm supervisor shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1940. If sugar beets were planted on the balance of the "other" farming unit, an SB-402 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-402, should be prepared for the balance of the "other" farming unit and attached to the SB-402 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm supervisor shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Crop history of fields on which 1940 sugar beets are planted. On the reverse side of form SB-402 there is provided a table for recording the crop history of the fields on which 1940 sugar beets are planted. The information must be obtained from the operator of the farming unit or some other responsible individual who is familiar with the farming operations on the farming unit. In the first column the supervisor shall enter the worksheet number of the tract. In the second column shall be entered the field letter of the sugar beet field, and in the third column shall be entered the acreage in the field. It may be necessary in some instances to divide a field reported in column (c) of Section II into several fields for purposes of completing the table if the history for the past three years has been different for different parts of the field.

In the fourth, fifth, and sixth columns there shall be reported the crops grown in each of the last three years, respectively, for each field or part of a field with a different history. No entries shall be made in the last column by the farm supervisor.

Section V. Certification of Farm Supervisor and Operator. When the first inspection of the farming unit is completed the farm supervisor should review the entries made on SB-402 and must sign and enter the date of inspection in the spaces provided. The operator from whom the supervisor obtained the information should sign also. If the operator is not available, the supervisor should obtain the signature of some other responsible individual familiar with the farming operations on the farming unit.

When Section V, as well as the balance of SB-402 is completed, the farm supervisor shall forward such SB-402 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON SB-402
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm supervisor has completed the first inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm supervisor. If SB-402 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm supervisor for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall draw a line through the entries made in column (c) of Section II by the farm supervisor and shall enter the correct acreage figures in column (d). Only one acreage figure will be entered in column (d) on each line. If the same field letter or letters appear opposite the names of more than one person, the acreage in such field or fields shall be entered only once in column (d) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields as indicated by the supervisor on the map. The farm supervisor should have designated the areas to be excluded on the photo enlargement, the black and white print, or the sketch map, as the case may be.

When the correct acreage figures for the various fields have been entered in column (d), such column shall be totaled and the total planted

sugar beet acreage entered in the space provided therefor.

Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm supervisor's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirements, in which event the acreage in such fields shall be calculated and entered above the farm supervisor's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (3), and (4) the "acres credit" will be the actual acreage devoted to each practice. For item (2) the acres credit will be obtained by multiplying the acreage seeded by 2.

In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm supervisor shall be questioned to determine that there is no duplication. If entries are made in item 5 (a) the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. If an entry has been made in item 5 (b), the number of acres credit will be determined by dividing the total number of tons of animal manure applied by 8.

If an entry was made in item 6, the acres credit for such practice to enter in column (e) shall be obtained by dividing such entry by 8.

If an entry was made in item 7, the acres credit for such practice to be entered in column (e) shall be obtained by dividing such entry by 3.

If entries have been made in item (8), the acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1940 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 21-0-0 analysis were applied to land on which 1940 sugar beets were planted, the "acres credit" to be entered in column (e) would be 22.4 obtained by multiplying 8,000 by 21% and dividing by 75.

If entries have been made in item 9, the acres credit for such practice to be entered in column (e) shall be obtained by multiplying the total amount in pounds of commercial fertilizer applied to the 1940 sugar beet fields or to old stands or new seedings of perennial or biennial

legumes or perennial grasses by the percentage of available P_2O_5 as indicated by the analysis of the fertilizer and then dividing the total weight of available P_2O_5 by 64. For example, if it is determined that 6,000 pounds of fertilizer of 0-48-0 analysis were applied as specified above, the "acres credit" to be entered in column (e) would be 45.0 obtained by multiplying 6,000 by 48% and dividing by 64.

If there is insufficient space in items 1 to 9, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 10 and 11.

Enter in item 12, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

SUMMARY OF FARMING PRACTICES. When Section III of SB-402 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item 12 of Section III of SB-402 equals or exceeds the total of column (d) of Section II of such SB-402, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-402. If the entry in item 12 of Section III is less than the total of column (d) of Section II, the last column of the table on the reverse of SB-402 shall be completed and totaled. Column (3) of such table shall also be totaled. The total of column (3) must equal the total of column (d) of Section II. The clerk in the county office shall check the entries in the table with respect to the history of the different fields against any available records in the county office.

Make entries in the last column of such table as follows:

- (1) For any field or part of a field on which no sugar beets were planted in 1937, 1938, or 1939 and on which a perennial legume was produced in 1937 or on which any legume was produced in 1938 or 1939, enter in the last column one-half of the entry in column (3).
- (2) For any field or part of a field on which no sugar beets were planted in 1938 or 1939 and on which a legume was produced in 1938 or 1939, enter in the last column three-fourths of the entry in column (3).
- (3) For any other field or part of a field, enter in the last column the same acreage that appears in column (3).

The last column shall be totaled. If the entry in item 12 of Section III equals or exceeds such total, the farming practice requirement will be deemed to have been met.

If the entry in item 12 of Section III is less than the total of the last column of the table on the reverse side of SB-402 and if the farming unit is in Area 1 (which includes all counties east of the west borders of Contra Costa, San Joaquin, Stanislaus, Merced, Fresno, Kings and Kern counties, and north of the south borders of Kern and Inyo counties),

it is possible that the farming practice requirement may be met with a smaller acreage of practices, provided such requirement is met entirely with the practices listed in items 1, 2, 3 and 4 of Section III of SB-402. To determine whether a farming unit in Area 1 has met the requirement under this special provision, make additional entries in the last column of the table on the reverse side of SB-402, but do not cross out entries previously made. Distinguish between the two sets of entries by encircling the last set made. Determine the new entries as follows:

- (1) For any field or part of field on which no sugar beets were planted in 1937, 1938, or 1939 and on which a perennial legume was produced in 1937, or on which any legume was produced in 1938 or 1939, enter in the last column one-third of the entry in column 3.
- (2) For any field or part of field on which no sugar beets were planted in 1938 or 1939 and on which a legume was produced in 1938 or 1939, enter in the last column one-half of the entry in column 3.
- (3) For any field or part of field on which no sugar beets were produced in 1937, 1938, or 1939, enter in the last column one-half of the entry in column 3, regardless of whether a legume was produced during such years.
- (4) For any field or part of field on which no sugar beets were produced in 1938 or 1939, enter in the last column two-thirds of the entry in column 3, regardless of whether a legume was produced during such years.
- (5) For any other field or part of field, enter in the last column the same acreage that appears in column (3).

The encircled entries in the last column shall be totaled. If the sum of items 1, 2, 3, and 4 in column (e) of Section III equals or exceeds such total, the farming practice requirement will be deemed to have been met.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and the answer to the question in Section IV is "no", the operator should be notified to carry out additional practices if he wishes to qualify his farming unit for a 1940 sugar beet payment.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and if the answer to the question in Section IV is "yes", the farming practices on the "other" farming unit of which the rented acreage in the farming unit under consideration would otherwise be a part shall be summarized as follows:

- (1) If another copy of SB-402, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the SB-402 which is

being summarized, Section III of such other SB-402 shall be completed in the same manner as such section was completed for the SB-402 under consideration.

- (2) If another copy of SB-402 is not attached to the SB-402 under consideration and if the answer to the question in Section IV is "yes," it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-402 prepared for such "other" farming unit shall be obtained, and both forms SB-402 shall be considered in summarizing the farming practices for the farming unit.
- (3) Determine the acreage of farming practices carried out on the "other" farming unit in excess of the farming practices required to qualify any sugar beet acreage on such "other" farming unit.
- (4) Determine the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (5) Determine from the table on the reverse side of SB-402 the acreage of practices required to qualify the acreage determined under (4). Consider the unencircled entries in the last column for the field or fields which would otherwise be part of the "other" farming unit.
- (6) Determine the amount by which the acreage determined under (5) exceeds 25% of the acreage determined under (4).
- (7) Determine the smaller of the acreage obtained under (3) and the acreage obtained under (6).
- (8) If the acreage determined under (7) plus the entry in item 12 of Section III of the SB-402 under consideration equals or exceeds the total of the unencircled entries in the last column of the table on the reverse side of SB-402, the farming practice requirement with respect to the farming unit will be deemed to have been met.

PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error may have been made in measurement of sugar beet acreage on a farming unit, (b) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, or (c) the farming practices with respect to a farming unit are not sufficient to meet the requirement, it will be necessary for the farm supervisor to make a second inspection.

When making the second inspection, the farm supervisor will take with him the photo enlargement, the black and white print or map, and the SB-402 which he prepared during his first inspection of the farming unit.

All entries which are made on SB-402 during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm supervisor will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldman of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm supervisor shall make a second inspection of such farming units. The farm supervisor shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm supervisor will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-402 in the manner outlined in Part II of these instructions.

When the farm supervisor has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-402, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

PART V. COMPLETION OF SB-402 IN COUNTY OFFICE

When the farm supervisor has completed the second or subsequent inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall complete such form.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant should make such calculations as are necessary from the measurements taken by the farm supervisor to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e) of Section II and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage, as indicated in the space provided beneath the table, exceed the total of column (d).

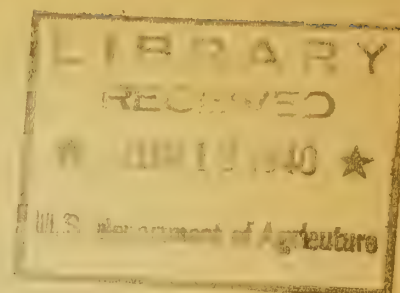
If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-402, the acres credit for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 12, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

Issued April 27, 1940

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Reserve

United States Department of Agriculture
Agricultural Adjustment Administration

INSTRUCTIONS RELATIVE TO DETERMINATION
OF PERFORMANCE UNDER THE PROVISIONS OF
THE 1940 SUGAR BEET PROGRAM
IN THE NORTH CENTRAL REGION



(For Use by County Committees)

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in Instructions Relative to Determining Performance Under the Provisions of the 1940 Farm Programs in the North Central Region will be used by state and county agricultural conservation committees in determining performance under the provisions of the 1940 sugar beet program. In counties where sugar beets are planted in 1940, farm reporters and persons employed in the county office who will assist in carrying out the 1940 sugar beet program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1940 sugar beet program must be clearly understood. FARMING UNIT means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operations due to extreme distances between the units, and each such unit is operated by separate work stock, machinery, and general farm labor. TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm reporters who report performance with respect to other farm programs will also report performance under the 1940 sugar beet program on SB-402, Farming Unit Report. Whenever practicable, the inspection of a farming unit in connection with the sugar beet program should be made at the same time the inspection, if any, is made in connection with the other farm programs.

The State committee will issue separate instructions regarding the determination of performance with respect to the child labor provisions of the program. Although a special determination of performance will be made with respect to these labor provisions, farm reporters should advise all farm operators regarding both the child labor and minimum wage provisions, and in the event a violation of either provision is observed by the farm reporter, he shall report such violation to the county committee.

A list of the growers on whose farming units a determination of performance is necessary will be furnished by the State committee.

Entries to be Made on SB-402 in County Office. Before the farm reporter visits the farming unit, the clerical assistant in the county office shall make the following entries in red on SB-402;

- (1) Aerial photo number to be taken from ACP records.
- (2) The name of the beet sugar factory or factories to be taken from the list of growers furnished by the State committee.
- (3) The name and address of the operator of the farming unit.
- (4) Size of farming unit as accurately as can be determined from ACP records.
- (5) The location or legal description of the farming unit to be taken from the latest ACP records.

The serial number shall not be entered at this time.

PART II. FIRST INSPECTION OF FARMING UNIT

The farm reporter will be supplied with forms SB-402 and aerial cut-outs for all sugar beet farming units. Where aerial cut-outs are not used, enlargements or maps of the farms shall be used. If, because of the difference between the farm under the other farm programs and the farming unit under the sugar program, none of the above is available, the farm reporter shall draw a sketch map on the back of SB-402. The term "cut-out" as used herein shall include the terms "enlargement" and "map of the farm."

The farm reporter shall record any measurements which are necessary in order that the acreage of sugar beets may be determined in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and large waste areas within the field which have not been planted to sugar beets.

If the acreage of a field on which a farming practice has been carried out has not been entered on the cut-out, the farm reporter shall estimate the acreage of such field and shall enter his estimate on the cut-out. However, if a farm reporter is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the cut-out.

If it is necessary to draw a sketch map on the back of SB-402, such map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out.

PREPARATION OF SB-402. Entries made on SB-402 by the farm reporter during the first inspection of a farming unit shall be made with black pencil. If any of the entries already made in Section I is incorrect, the farm reporter shall correct such entry.

Section II. The farm reporter will enter in column (a) the ACP farm number or numbers of the tract or tracts on which sugar beets are planted. However, before any entries are made in column (a), the names and addresses of all persons who are entitled to percentage shares in the sugar beet crop shall be entered in columns (f) and (g), and the percentage shares as specified in the leases or operating agreements shall be entered in column (h). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents land on which sugar beets were planted from two landlords, his name shall be entered on two lines. In such case, the farm number for each tract shall be entered twice, once on the line opposite the name of the operator-producer and once opposite the landlord's name.

Enter in column (b) the 1940 field letter or letters for the fields planted to sugar beets in 1940 for the production of sugar. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field letters shall be repeated on the line opposite the name of each such person.

After field letters have been entered in column (b), the farm reporter shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). However, if the same field letter appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator-producer. If the acreage in a field has been computed from previous measurements and is known to the farm reporter, he shall enter such known acreage in column (c) instead of an estimate. The farm reporter shall not report any sugar beet acreage planted for livestock feed or for any purpose other than the production of sugar. The reporter will make no entries in columns (d) and (e).

If, at the time the farm reporter makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm reporter shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm reporter shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are listed in Section III and the method of determining the "acres credit" for each practice is discussed in Part III of these instructions. Such practices must have been carried out on land adapted to sugar beet production. In deter-

mining whether a field is adapted to sugar beet production, the farm reporter shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm reporter need list in Section III only sufficient practices to meet the requirements of the program with respect to the planted sugar beet acreage.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm reporter shall enter the names of crops, estimated acreages on which practices were carried out, field letters, ACP farm numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm supervisor must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

If there is insufficient space in items 1 to 6, inclusive, to list all of the practices needed to qualify the farming unit for payment, the description of such practices shall be entered in lines 7 and 8.

The farm reporter will make no entries in column (c).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the ACP farm numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes," the farm reporter shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm reporter shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1940. If sugar beets were planted on the balance of the "other" farming unit, an SB-402 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-402 should be prepared for the balance of the "other" farming unit and attached to the SB-402 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm reporter shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Reporter and Operator. When the first inspection of the farming unit is completed the farm reporter shall review the entries made on SB-402 and shall sign and enter the date of inspection in the spaces provided. The operator or other responsible person from whom the reporter obtained the information also should sign.

When Section V, as well as the balance of SB-402, is completed, the farm reporter shall forward such SB-402 to the county office.

PART III. ENTRIES TO BE MADE ON SB-402 IN COUNTY
OFFICE AFTER FIRST INSPECTION

When the farm reporter has completed the first inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm reporter. If SB-402 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm reporter for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall draw a line through the entries made in column (c) of Section II by the farm reporter and shall enter the correct acreage figures in tenths in column (d). Only one acreage figure will be entered in column (d) on each line. If the same field letter or letters appear opposite the names of more than one person, the acreage in such field or fields shall be entered only once in column (d) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to sugar beets, including fence rows, turn rows, and permanent ditches in the fields.

When the correct acreage figures for the various fields have been entered in column (d), such column shall be totaled and the total planted sugar beet acreage entered in the space provided.

Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been calculated previously and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm reporter's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirement, in which event the acreage in such fields shall be calculated and entered above the farm reporter's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items 1, 2, and 4 the "acres credit" will be the actual acreage devoted to each practice. For item 3 the "acres credit" will be obtained by multiplying the acreage seeded by 2.

In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm reporter shall be questioned to determine that there is no duplication. If entries are made in item 5 (a), the "acres credit" will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. In the foregoing calculation, divide by 2 in the case of cattle (of more than one year of age), horses or mules, by 4 in the case of calves or colts, and by 10 in the case of sheep or goats. If an entry has been made in item 5 (b), the "acres credit" will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item 6, the "acres credit" for such practice shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1940 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer, and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied to land on which 1940 sugar beets were planted, the "acres credit" would be 27.7, obtained by multiplying 8,000 by 26% and dividing by 75.

Enter in item 9, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

SUMMARY OF FARMING PRACTICES. When Section III of SB-402 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item 9 of Section III of SB-402 equals or exceeds the total of column (d) of Section

II of such SB-402, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-402. If the entry in item 9 of Section III is less than the total of column (d) of Section II, and if the answer to the question in Section IV is "No," the farming practice requirement will be deemed not to have been met, unless a further inspection of the farming unit reveals that additional practices have been carried out.

If the entry in item 9 of Section III of SB-402 is less than the total of column (d) of Section II, and if the answer to the question in Section IV is "Yes," the SB-402 prepared for the balance of the "other" farming unit shall be obtained. The determination as to whether the practice requirement has been met shall be made as follows:

- (1) Determine the acreage of farming practices carried out on the "other" farming unit in excess of any sugar beet acreage on such "other" farming unit.
- (2) Determine the smaller of the amount obtained under (1) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (3) If the smaller of the amounts determined under (2) plus the entry in item 9 of Section III of the SB-402 under consideration is equal to or greater than the total of column (d) of Section II of such SB-402, the farming practice requirement will be deemed to have been met.

ASSIGNMENT OF SERIAL NUMBERS. After forms SB-402 have been prepared for all farming units in the county, such forms shall be arranged in alphabetical order within each loading station or minor civil division. Serial numbers shall then be entered, beginning with number 1 for the first form and continuing consecutively for all forms for the county.

PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (1) an error may have been made in measurement of sugar beet acreage on a farming unit, (2) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, or (3) the farming practices with respect to a farming unit are not sufficient to meet the requirement, it will be necessary for the farm reporter to make a second inspection.

When making the second inspection, the farm reporter will take with him the cut-out and the SB-402 which he prepared during his first inspection of the farming unit.

All entries which are made on the SB-402 during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm reporter will enter appropriate data (including reasons for abandonment) with respect to such acreage in the spaces beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldman of the sugar company to determine the farming units on which sugar beet acreage was abandoned after the first inspection, and the farm reporter shall make a second inspection of such farming units. The farm reporter shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm reporter will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-402 in the manner outlined in Part II of these instructions.

When the farm reporter has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-402, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

PART V. COMPLETION OF SB-402 in COUNTY OFFICE

When the farm reporter has completed the second or subsequent inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall complete such form.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant shall calculate the abandoned acreage and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e) of Section II and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage, as indicated in the space provided beneath the table, exceed the total of column (d).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-402, the "acres credit" for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 9, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

PART VI. HANDLING OF SUGAR BEET WAGE CLAIMS

Any claim for unpaid wages for work performed in connection with the production, cultivation, or harvesting of the 1940 sugar beet crop should be filed in the county office in duplicate on form SB-403, "Sugar Beet Wage

Claim - 1940 Crop. If a laborer appears at the office to file such a claim, a member of the county committee or other person in the county office should assist in the preparation of the form. Full information on the details of the employment should be furnished on SB-403.

When a wage claim is filed against a producer, all action to complete payment to such producer shall be withheld until the claim is settled.

As soon as a wage claim is filed in the county office, the producer against whom such claim is filed shall be notified of the representations made by the laborer. If such producer agrees that the claim is valid and pays the laborer the amount claimed, the "Release of Claim" on SB-403 should be executed by the laborer.

If the producer against whom a wage claim is filed disputes the representations of the laborer, an investigation shall be made by the county committee, and if it is deemed advisable, the investigation should include the holding of a hearing at which both the producer and laborer should be present.

Form SB-404, "Record of Disputed Sugar Beet Wage Claim - 1940 Crop" shall be completed in duplicate by the county committee on the basis of information obtained through the investigation. The committee shall determine the facts involved and make a recommendation as to settlement of the claim, based on such facts.

If the recommended settlement of the county committee is accepted by both parties, the "Acceptance by Laborer and Producer" on SB-404 should be executed. If it is determined that no additional wages are due the laborer or if the grower pays any additional wages which are determined to be due the laborer, the "Release of Claim" at the foot of SB-403 should be executed by such laborer.

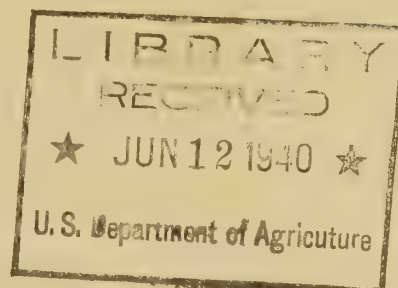
If either the grower or the laborer is unwilling to accept the determination of facts and recommended settlement of the county committee, the originals of forms SB-403 and SB-404, together with all other information and evidence available with respect to the claim, should be forwarded to the State committee. The copies of such forms should be retained in the county office. If, after investigation by a representative of the State committee, a settlement still cannot be reached, the claim may then be appealed to the Secretary of Agriculture for final settlement.

Issued April 27, 1940

1.42
Reserve

United States Department of Agriculture
Agricultural Adjustment Administration

INSTRUCTIONS RELATIVE TO DETERMINATION OF
PERFORMANCE UNDER THE PROVISIONS OF THE
1940 SUGAR BEET PROGRAM IN THE WESTERN
REGION



(For Use by County Committees)

PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in Instructions Relative to Determining Performance Under the Provisions of the 1940 Agricultural Conservation Program in the Western Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1940 Sugar Beet Program. In counties where sugar beets are planted in 1940, farm supervisors and persons employed in the county office who will assist in carrying out the 1940 Sugar Beet Program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1940 Sugar Beet Program must be clearly understood. FARMING UNIT means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operations due to extreme distances between the units, and each such unit is operated by separate workstock, machinery, and general farm labor. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm supervisors who report performance with respect to the agricultural conservation program will also report performance under the 1940 Sugar Beet Program on SB-402, Farming Unit Report. Whenever practicable, the inspection of a farming unit in connection with the sugar beet program should be made at the same time the inspection, if any, is made in connection with the agricultural conservation program.

The State committee will issue separate instructions regarding the determination of performance with respect to the child labor provisions of the program. Although persons other than farm supervisors will be assigned to this work, farm supervisors should advise all farm operators regarding both the child labor and minimum wage

provisions, and in the event a violation of either provision is observed by the farm supervisor, he shall report such violation to the county committee.

A list of the sugar beet growers on whose farming units a determination of performance is necessary will be furnished by the State committee.

Entries to be Made on SB-402 in County Office. Before the farm supervisor visits the farming unit, the clerical assistant in the county office shall make the following entries in red on SB-402.

- (1) Aerial photo number or map number to be taken from ACP records.
- (2) The name of the beet sugar factory or factories to be taken from the list of growers furnished by the State committee.
- (3) The name and address of the operator of the farming unit.
- (4) Size of farming unit to be taken from ACP records.
- (5) The location or legal description of the farming unit to be taken from the latest ACP records.

The serial number shall not be entered at this time.

PART II. FIRST INSPECTION OF FARMING UNIT

The farm supervisor will be supplied with forms SB-402 for all sugar beet farming units and with the photo enlargement or black and white print or tracing of the farming units where such maps are available.

The farm supervisor shall record any measurements which are necessary in order that the acreage of sugar beets may be determined in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and large waste areas within the field which have not been planted to sugar beets.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm supervisor shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm supervisor is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.

Where photo enlargements or black and white prints or tracings have not been prepared under the agricultural program, a sketch map of the farming unit shall be drawn on the back of SB-402. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out.

PREPARATION OF SB-402, FARMING UNIT REPORT. Entries made by the farm supervisor during the first inspection of a farming unit shall be made with black pencil. If any of the data entered in Section I by the county office are incorrect the supervisor shall correct such entries.

Section II. The farm supervisor will enter in column (a) the worksheet number or numbers of the tract or tracts on which sugar beets are planted. In some cases it may be more convenient to use the farm number on the photo enlargement as an identification of the different tracts. However, before any entries are made in column (a), the names and addresses of all persons who are entitled to percentage shares in the sugar beet crop shall be entered in columns (f) and (g), and the percentage shares as specified in the leases or operating agreements shall be entered in column (h). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator-producer rents land on which sugar beets were planted from two landlords, his name shall be entered on two lines. In such case, the farm number or worksheet number for each tract shall be entered twice, once on the line opposite the name of the operator-producer and once opposite the landlord's name.

Enter in column (b) the 1940 field letter or letters for the fields planted to sugar beets in 1940 for the production of sugar. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field letters shall be repeated on the line opposite the name of each such person.

After field letters have been entered in column (b), the farm supervisor shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). However, if the same field letter appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator-producer. If the acreage in a field has been

computed from previous measurements and is known to the supervisor, he shall enter such known acreage in column (c) instead of an estimate. The farm supervisor shall not report any sugar beet acreage planted for livestock feed or for any purpose other than the production of sugar. The supervisor will make no entries in columns (d) and (e).

If, at the time the farm supervisor makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm supervisor shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm supervisor shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are listed in Section III. The farm supervisor shall be familiar with all the farming practices which can be used to qualify the sugar beet acreage under the 1940 Sugar Program. Such practices must have been carried out on land adapted to sugar beet production. In determining whether a field is adapted to sugar beet production, the farm supervisor shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm supervisor shall list in Section III all soil-conserving practices carried out on the farming unit in 1940.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm supervisor shall enter the names of crops, estimated acreages on which practices were carried out, field letters, worksheet numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm supervisor must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

If there is insufficient space in items 1 to 6, inclusive, to list all practices carried out on the farming units, the description of such practices shall be entered in lines 7 and 8.

The farm supervisor will make no entries in column (e).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the worksheet numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes," the farm supervisor shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm supervisor shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1940. If sugar beets were planted on the balance of the "other" farming unit, an SB-402 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-402 should be prepared for the balance of the "other" farming unit and attached to the SB-402 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm supervisor shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Supervisor and Operator.

When the first inspection of the farming unit is completed the farm supervisor should review the entries made on SB-402 and must sign and enter the date of inspection in the spaces provided. The operator from whom the supervisor obtained the information should sign also. If the operator is not available, the supervisor should obtain the signature of some other responsible individual familiar with the farming operations on the farming unit.

When Section V, as well as the balance of SB-402, is completed, the farm supervisor shall forward such SB-402 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm supervisor has completed the first inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm supervisor. If SB-402 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm supervisor for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall draw a line through the entries made in column (c) of Section II by the farm supervisor and shall enter the correct acreage figures in column (d). Only one acreage figure will be entered in column (d) on each line. If the same field letter or letters appear opposite the names of more than one person, the acreage in such field or fields shall be entered only once in column (d) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields.

When the correct acreage figures for the various fields have been entered in column (d), such column shall be totaled and the total planted sugar beet acreage entered in the space provided therefor.

Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the current acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm supervisor's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice

requirements, in which event the acreage in such fields shall be calculated and entered above the farm supervisor's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), and (4) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the "acres credit" will be obtained by multiplying the acreage seeded by 2.

In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm supervisor shall be questioned to determine that there is no duplication. If entries are made in item 5 (a) the "acres credit" will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. In the foregoing calculation, divide by 2 in the case of cattle (of more than one year of age), horses or mules, by 4 in the case of calves or colts, and by 10 in the case of sheep or goats. If an entry has been made in item 5 (b), the "acres credit" will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item (6), the "acres credit" for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1940 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 0-45-0 analysis were applied to land on which 1940 sugar beets were planted, the "acres credit" to be entered in column (e) would be 45.3 obtained by multiplying 8,000 by 45% and dividing by 75.

Enter in item (9), column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

SUMMARY OF FARMING PRACTICES. When Section III of SB-402 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item (9) of Section III of SB-402 equals or exceeds the total of column (d) of Section II of such SB-402, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-402.

If the entry in item (9) of Section III is less than the total of column (c) of Section II and if the answer to the question in Section IV is "no," the operator should be notified to carry out additional practices if he wishes to qualify his farming unit for a 1940 sugar beet payment.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and if the answer to the question in Section IV is "yes," the farming practices on the "other" farming unit of which the rented acreage in the farming unit under consideration would otherwise be a part shall be summarized as follows:

- (1) If another copy of SB-402, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the SB-402 which is being summarized, Section III of such other SB-402 shall be completed in the same manner as such section was completed for the SB-402 under consideration.
- (2) If another copy of SB-402 is not attached to the SB-402 under consideration and if the answer to the question in Section IV is "yes," it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-402 prepared for such "other" farming unit shall be obtained, and both forms SB-402 shall be considered in summarizing the farming practices for the farming unit.
- (3) Determine the acreage of farming practices carried out on the "other" farming unit in excess of the farming practices required to qualify any sugar beet acreage on such "other" farming unit.
- (4) Determine the smaller of the amount obtained under (3) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (5) If the smaller of the amounts determined under (4) plus the entry in item 9 of Section III of the SB-402 under consideration is equal to or greater than the total of column (d) of Section II of such SB-402, the farming practice requirement with respect to the farming unit will be deemed to have been met.

ASSIGNMENT OF SERIAL NUMBERS. After forms SB-402 have been prepared for all farming units in the county, such forms shall be arranged in alphabetical order within each loading station or minor civil division. Serial numbers shall then be entered, beginning with Number 1 for the first form and continuing consecutively for all forms for the county.

PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error may have been made in measurement of sugar beet acreage on a farming unit, (b) sugar beet

acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, or (c) the farming practices with respect to a farming unit are not sufficient to meet the requirement, it will be necessary for the farm supervisor to make a second inspection.

When making the second inspection, the farm supervisor will take with him the photo enlargement, the black and white print or map, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

All entries which are made on the Farming Unit Report during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm supervisor will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldmen of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm supervisor shall make a second inspection of such farming units. The farm supervisor shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm supervisor will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-402 in the manner outlined in Part II of these instructions.

When the farm supervisor has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-402, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the farm supervisor has completed the second or subsequent inspection of a farming unit and has forwarded SB-402 to the county office, clerical assistants in the county office shall complete such form.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant shall calculate the acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e) of Section II and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage, as indicated in the space provided beneath the table, exceed the total of column (d).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-402, the "acres credit" for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 9, column (c), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

PART VI - HANDLING OF SUGAR BEET WAGE CLAIMS

Any claim for unpaid wages for work performed in connection with the production, cultivation, or harvesting of the 1940 sugar beet crop should be filed in the county office in duplicate on form SB-403, "Sugar Beet Wage Claim - 1940 Crop." If a laborer appears at the office to file such a claim, a member of the county committee or other person in the county office should assist in the preparation of the form. Full information on the details of the employment should be furnished on SB-403.

When a wage claim is filed against a producer, all action to complete payment to such producer shall be withheld until the claim is settled.

As soon as a wage claim is filed in the county office, the producer against whom such claim is filed shall be notified of the representations made by the laborer. If such producer agrees that the claim is valid and pays the laborer the amount claimed, the "Release of Claim" on SB-403 should be executed by the laborer.

If the producer against whom a wage claim is filed disputes the representations of the laborer, an investigation shall be made by the county committee and if it is deemed advisable, the investigation should include the holding of a hearing at which both the producer and laborer should be present.

Form SB-404, "Record of Disputed Sugar Beet Wage Claim - 1940 Crop" shall be completed in duplicate by the county committee on the basis of information obtained through the investigation. The committee shall determine the facts involved and make a recommendation as to settlement of the claim, based on such facts.

If the recommended settlement of the county committee is accepted by both parties, "Acceptance by Laborer and Producer" on SB-404 should be executed. If it is determined that no additional wages are due the laborer or if the grower pays any additional wages which are determined to be due the laborer, the "Release of Claim" at the foot of SB-403 should be executed by such laborer.

If either the grower or the laborer is unwilling to accept the determination of facts and recommended settlement of the county committee, the originals of the forms SB-403 and SB-404, together with all other information and evidence available with respect to the claim, should be forwarded to the State committee. The copies of such forms should be retained in the county office. If, after investigation by a representative of the State committee, a settlement still cannot be reached, the claim may then be appealed to the Secretary of Agriculture for final settlement.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

INSTRUCTIONS RELATIVE TO DETERMINATION
OF PERFORMANCE UNDER THE PROVISIONS OF
THE 1940 SUGAR BEET PROGRAM

(For Use by County Committees)



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PART I. GENERAL INSTRUCTIONS

The instructions set forth herein and in SRB-403A, "Instructions for Checking and Reporting Performance," under the 1940 Agricultural Conservation Program in the Southern Region will be used by State and county agricultural conservation committees in determining performance under the 1940 Sugar Beet Program. In counties where sugar beets are planted in 1940, performance reporters (hereinafter referred to as reporters) and persons employed in the county office who will assist in carrying out the 1940 Sugar Beet Program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1940 Sugar Beet Program must be clearly understood. A FARMING UNIT means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. A TRACT means any portion of a farming unit on which a crop of sugar beets is planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The reporters who determine performance with respect to the 1940 Agricultural Conservation Program will also determine performance under the

1940 Sugar Beet Program. Performance with respect to the sugar beet program should be determined at the same time performance is determined in connection with the agricultural conservation program.

A list of the growers on whose farming units a determination of performance is necessary will be furnished by the State committee.

Form SB-402, Farming Unit Report, will be used to record data with respect to performance under the 1940 Sugar Beet Program. Such form will be prepared in part by the reporter and in part in the county office.

PART II. FIRST INSPECTION OF FARMING UNIT.

A. General

The reporter will be supplied with forms SB-402 for all farming units and with the enlargements, or maps for the farming units prepared under a previous program. If an enlargement or map is not available, the reporter shall draw a sketch map on the back of form SB-402.

The data indicated in the upper right corner and in Section I of form SB-402 shall be entered in the county office prior to the inspection.

The reporter shall make and record all measurements which are necessary in order that the acreage of sugar beets may be computed in the county office, after deducting for fence rows, turn rows, permanent irrigation ditches, and other permanent features and waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If a field on which an approved farming practice has been carried out has not been indicated on the map, the reporter shall draw in the boundaries of such field on the map.

Where it is necessary to prepare a sketch map of the farming unit on the back of form SB-402, such map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field numbers assigned to all fields on which sugar beets are planted or on which approved farming practices are carried out. In the preparation of the map, solid lines shall be used to designate field boundaries and broken lines to designate dividing lines.

B. Preparation of Form SB-402, Farming Unit Report.

Entries to be Made in County Office. Before the reporter visits the farming unit, a clerk in the county office shall make the following entries on form SB-402:

1. The enlargement number(s).
2. Enter "Rocky Ford" in the space for the name of the beet sugar factory.

3. The name and address of the operator of the farming unit.
4. The location or legal description of the farming unit.

Section II. The reporter will enter in column (a) the serial number(s) of the work sheet(s) covering the land on which sugar beets are planted. The names and addresses of all persons who share in the sugar beet crop shall be entered in columns (f) and (g) and the percentage shares to which the producers are entitled, as shown in the leases or operating agreements, shall be entered in column (h). If any person is entitled to a share in the sugar beet crop on more than one tract as defined herein, such person's name shall be entered on a separate line for each tract. For example, if an operator rents from two landlords the land on which sugar beets were planted in 1940, his name shall be entered on two lines. In such case, the farm number for each tract shall be entered twice: once on the line opposite the operator's name and once opposite the landlord's name.

Enter in column (b) the field numbers of the fields planted to sugar beets in 1940. In assigning field numbers, separate numbers shall be used for fields harvested and fields abandoned. All field numbers for one tract shall be entered on the same line, and if more than one person is entitled to a share of the sugar beets on a tract, the field numbers shall be repeated on the line opposite the name of each such person.

After field numbers have been entered in column (b), the reporter shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one field number appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field numbers appear in column (b). However, if the same field number appears opposite the names of more than one person, acreage estimates for such fields shall be entered only once in column (c), preferably on the line opposite the name of the operator. If the acreage in a field has been computed from previous measurements and is known to the reporter, he shall enter such known acreage in column (c) instead of an estimate. He shall not report any sugar beet acreage planted for livestock feed or for any purpose other than the production of sugar.

The reporter will make no entries in columns (d) and (e).

If, at the time the reporter makes the first inspection of the farming unit, the operator reports that there has been an acreage of sugar beets abandoned, the reporter shall determine the field or fields which have been abandoned, make and record the necessary measurements, enter the appropriate field numbers in the spaces provided beneath the table in Section II, and enter the cause of such abandonment in the next succeeding space. All causes

of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The reporter shall ask the operator to notify the county office of any abandonment of sugar beet acreage after the first inspection.)

Section III. The reporter must be familiar with the requirements of the program relative to approved farming practices which must be carried out on a farming unit as a condition of payment. To meet such requirement, at least one acre of an approved farming practice must have been carried out on the farming unit for each acre of sugar beets planted for harvest on such farming unit in 1940 for the extraction of sugar except that in connection with sugar beet acreage on rented land which would otherwise be part of another farming unit, not in excess of 75% of such requirement may consist of practices carried out on the balance of such other farming unit.

The farming practices for which credit will be given are listed in Section III of SB-402. Such practices must have been carried out on land adapted to sugar beet production. In determining whether acreage on which the above practices are carried out may be considered as acreage adapted to sugar beet production, the reporter shall take into consideration the cropping history of such acreage, the availability of water, topography, and the type of soil.

The reporter should list in Section III all approved farming practices carried out on the farming unit even though they exceed the requirements of the program with respect to the planted sugar beet acreage.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The reporter shall enter the names of crops, field numbers, farm serial numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. The item 5(a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farming unit, entries shall be made in the spaces in item 5(a). If manure is purchased for application on the farming unit, the entry shall be made in item 5(b). The reporter must make certain that there is reported in item 5(a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

The reporter will make no entries in columns (b) and (e) of Section III.

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the farm serial number(s) of the "other" farming unit(s).

If the answer to the question in Section IV is "Yes", the reporter shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the reporter shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1940. If sugar beets were planted on the balance of the "other" farming unit, a form SB-402 shall be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another form SB-402 should be prepared for the balance of the "other" farming unit and attached to the SB-402 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the reporter shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. When the first inspection of the farming unit is completed, the reporter should review the entries made on form SB-402 and sign and enter the date of the first inspection in the spaces provided. The operator or other authorized person from whom the reporter obtained the information also should sign.

When the inspection is completed and the information is entered on the form SB-402, the reporter shall forward such form SB-402 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. PRELIMINARY ENTRIES TO BE MADE ON FARMING UNIT REPORT.

A. General.

When the reporter has completed the first inspection of a farming unit and has forwarded form SB-402 to the county office, a clerk in the county office shall check such form to determine that all necessary data have been entered by the reporter. If form SB-402 is incomplete, such form shall be returned to the performance reporter for correction or completion

unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made.

Section II. The clerk in the county office shall enter the correct acreage figures in column (d), Section II at the same time deleting the estimated acreages in column (c). Only one acreage figure will be entered in column (d) on a line. If the same field number(s) appear opposite the names of more than one person, the acreage in such field(s) shall be entered only once in column (d) in order that the total of such column will not include any duplication of acreage.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until it is determined that a further inspection of such farming unit is unnecessary.

If sugar beet acreage on a farming unit is abandoned, the total acreage in the field(s) which is abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be taken to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields. The reporter should have designated these areas on the map of the farming unit.

Acreage data determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements, the reporter shall be requested to remeasure the sugar beet acreage and the clerk in the county office shall calculate the acreage on the basis of such measurements for entry on form SB-402.

Section III. The clerk in the county office will enter in the appropriate spaces in column (b) the acreages of the fields identified by the field numbers in column (c).

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items 1, 2, and 4 the "acres credit" will be the actual acreage devoted to each practice. For item 3 the acres credit will be obtained by multiplying the acreage seeded to alfalfa by 2.

In many instances there will be an entry only in one of items 5(a) and 5(b). If there are entries in both 5(a) and 5(b), the reporter shall be questioned to determine that there is no duplication. If entries are made in item 5(a), the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such

animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. In the foregoing calculation, divide by 2 in the case of cattle (of more than 1 year of age) or horses or mules, by 4 in the case of calves or colts, and by 10 in the case of sheep or goats. If an entry has been made in item 5(b), the number of acres credit will be determined by dividing by 8 the total number of tons of animal manure applied.

If entries have been made in item 6, the acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total amount in pounds of fertilizer applied to the 1940 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing by 75 the total weight of available plant food. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied to land on which sugar beets are planted in 1940, the "acres credit" would be 27.7, obtained by multiplying 8,000 by 26% and dividing by 75.

If there is insufficient space in items 1 to 6, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 7 and 8.

Enter in line 9, column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

B. Summary of Approved Farming Practices. When Section III of form SB-402 has been completed, the clerk in the county office shall determine whether sufficient approved farming practices have been carried out to meet the requirement. If the entry in line 9, column (e), Section III of form SB-402 equals or exceeds the total of column (d), Section II of such form, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such form. If the entry in line 9, column (e), Section III is less than the total of column (d), Section II, and if the answer to the question in Section IV, form SB-402 is "No", the farming practice requirement will be deemed not to have been met, unless a further inspection of the farming unit reveals that additional practices have been carried out.

If the entry in line 9, column (e) Section III of form SB-402 is less than the total of column (d), Section II of such form and if the answer to the question in Section IV, of such form SB-402 is "Yes", the determination as to whether the farming practice requirement has been met shall be made as follows:

- (a) Determine from the form SB-402 prepared for the other farming unit, the acreage of approved farming practices carried out on such other farming unit in excess of any sugar beet acreage on the farming unit.

- (b) Determine the smaller of the amount obtained under (a) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the other farming unit.
- (c) If the smaller of the amounts determined under (b) plus the entry in line 9, column (e), Section III of the form SB-402 under consideration equals or exceeds the total of column (d), Section II of such form, the farming practice requirement with respect to the farming unit will be deemed to have been met.

ASSIGNMENT OF SERIAL NUMBERS. After forms SB-402 have been prepared for all farming units in the county, such forms shall be arranged in alphabetical order and serial numbers assigned in a consecutive series beginning with 1.

PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error was made in measurement of sugar beet acreage on a farming unit; or (b) sugar beet acreage on a farming unit is abandoned subsequent to the first inspection of such farming unit; or (c) the farming practices with respect to a farming unit are not sufficient to meet the requirement; it will be necessary for the reporter to make a second inspection.

When making the second inspection, the reporter shall take with him the enlargement or tracing of the map, and the form SB-402 which he prepared during his first inspection of the farming unit.

If sugar beet acreage is abandoned subsequent to the first inspection of the farming unit the reporter shall enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from operators with respect to abandonment of sugar beet acreage, the county office should contact the field men of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the reporter shall make a second inspection of such farming units. The reporter shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandoned sugar beet acreage.

If the "acreage" of approved farming practices which has been listed is insufficient to meet the requirement, the reporter shall determine whether any additional approved farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of form SB-402 in the manner outlined in Part II of these instructions.

When the reporter has completed the second inspection of the farming unit and has reviewed the data which he has entered on form SB-402, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

PART V. COMPLETION OF FARMING UNIT REPORT.

When the reporter has completed the second or subsequent inspection of a farming unit and has forwarded form SB-402 to the county office, clerks in the county office shall complete such form.

If acreage on the farming unit is abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerk in the county office should make such calculations as are necessary from the measurements taken by the reporter to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e), Section II, and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage, as indicated in the space provided beneath such table, exceed the total of column (d).

If additional approved farming practices have been carried out on the farming unit and have been reported in Section III of form SB-402, the acres credit for such practices shall be entered in column (e) of Section II, a new total shall be inserted in line 9, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

PART VI. DETERMINATION OF PERFORMANCE WITH RESPECT TO LABOR CONDITIONS

A more detailed check of performance will be made with respect to the child labor and minimum wage conditions of the Sugar Act under the 1940 sugar beet program than under previous programs carried out pursuant to such Act. As a first step in this direction, growers and laborers should be reminded of the child labor and minimum wage conditions. The county committee should mail the following letter to every sugar beet grower on its mailing list:

To Sugar Beet Growers and Laborers:

This letter is being mailed to all sugar beet growers, but the information is for both growers and laborers. After familiarizing themselves with the contents of this letter, growers are requested to pass it on to their sugar beet laborers, or in the event the laborers are unable to read, some other means should be used to acquaint them with its contents.

A close check of performance with respect to the labor provisions of the Sugar Act will be made in connection with the 1940 sugar program.

One of the conditions for payments to sugar beet growers is that, excepting a child of a producer who owns at least 40 percent of the crop, no child under 14 years of age may be employed or permitted to work in the production of the sugar beet crop, and that no child between the ages of 14 and 16 years may be employed or permitted to work for a longer period than eight hours in any one day.

From time to time during the current crop year representatives of this office will visit farms in this county. If at any time any child is found working in the production of the sugar beet crop contrary to the foregoing provisions, the producer will be ineligible to receive a sugar beet payment.

As a precaution against the employment of children in violation of the foregoing provision, growers should require any laborer who might be under the required age to furnish proof of his age. Such proof should be in the form of an age certificate issued under any child labor program carried out under State supervision, a transcript of a birth certificate, or a baptismal certificate showing the date of birth, or if none of such proofs is available, other satisfactory documentary evidence showing the age of the laborer (such as a passport, an insurance policy, or a bible record) may be accepted.

Another condition for payment under the Act is that all persons employed in the production of the sugar beet crop must be paid in full and at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. The minimum rates which must be paid laborers for the so-called contract operations for the 1940 crop in order to be eligible for a payment, are as follows:

Blocking and thinning, \$8.00 per acre.
First hoeing, \$2.50 per acre.
Second and each subsequent hoeing or weeding,
\$1.50 per acre.
Topping, 80¢ for each ton up to and including
12 tons per acre plus 70¢ for each ton per
acre above 12 tons.

For operations such as cultivating and irrigating and any other operations not specified above, rates not less than those agreed upon with the laborers must be paid.

If a laborer does not receive payment at the fair and reasonable wage rates established, or at whatever higher rates may have been agreed upon, he should file in the county agricultural conservation office two copies of form SB-403, "Sugar Beet Wage Claim - 1940 Crop," giving full details with respect to the work he performed and the wages received. Copies of

this form may be obtained at the county office and a representative of the county committee will furnish whatever assistance may be needed in filling out the form.

If any laborer or grower desires further information regarding the labor provisions of the sugar beet program, he should write or call at this office.

County Agricultural
Conservation Association.

By _____, Chairman

During his visit to a farming unit, the reporter should call the attention of the operator to the labor provisions, and if he visits a farm during a time when hand labor operations are being performed, he should acquaint the laborers with such provisions. If a violation of the child labor provision is observed, such violation should be reported to the county committee. In such cases an application for payment with respect to the farming unit shall not be prepared, and the operator should be notified accordingly. If a violation of the "minimum" wage provision is observed, it must be reported to the committee, who shall withhold certification of an application for payment until it is determined that all laborers who worked on the sugar beet crop have been paid in full at not less than the "fair and reasonable" rates established by the Secretary.

PART VII. HANDLING OF SUGAR BEET WAGE CLAIMS

Any claim for unpaid wages for work performed in connection with the production, cultivation, or harvesting of the 1940 sugar beet crop should be filed in the county office in duplicate on form SB-403, "Sugar Beet Wage Claim - 1940 Crop". If a laborer appears at the office to file such a claim, a member of the county committee or other person in the county office should assist in the preparation of the form. Full information on the details of the employment should be furnished on form SB-403.

When a wage claim is filed against a producer, all action to complete payment to such producer shall be withheld until the claim is settled.

As soon as a wage claim is filed in the county office, the producer against whom such claim is filed shall be notified of the representations made by the laborer. If such producer agrees that the claim is valid and pays the laborer the amount claimed, the "Release of Claim" on form SB-403 shall be executed by the laborer.

If the producer against whom a wage claim is filed disputes the representations of the laborer, an investigation shall be made by the county committee, and if it is deemed advisable, the investigation should include the holding of a hearing at which both the producer and laborer should be present.

Form SB-404, "Record of Disputed Sugar Beet Wage Claim - 1940 Crop," shall be completed in duplicate by the county committee on the basis of information obtained through the investigation. The committee shall determine the facts involved and make a recommendation as to settlement of the claim, based on such facts.

If the recommended settlement by the county committee is accepted by both parties, the "Acceptance by Laborer and Producer" on form SB-404 should be executed. If it is determined that no additional wages are due the laborer or if the grower pays any additional wages which are determined to be due the laborer, the "Release of Claim" at the foot of SB-403 should be executed by such laborer.

If either the grower or the laborer is unwilling to accept the determination of facts and recommended settlement by the county committee, the originals of forms SB-403 and SB-404, together with all other information and evidence available with respect to the claim, should be forwarded to the State committee. The copies of such forms should be retained in the county office. If, after investigation by a representative of the State committee, a settlement still cannot be reached, the claim may then be appealed to the Secretary of Agriculture for final settlement.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS FOR PREPARATION OF SB-405,
SUPPLEMENT TO FARMING UNIT REPORT, 1940
SUGAR BEET PROGRAM

(For use by County Committees)

It will be necessary to prepare one copy of SB-405, Supplement to Farming Unit Report, for every farming unit which consists of more than one tract. The term "tract," for the purpose of the 1940 sugar beet program, means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has on the sugar beet crop on any other such portion of the farming unit. The SB-405 will be retained in the county office.

In preparing SB-405, all computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

I. PREPARATION OF SECTION I

The number of decimal places to which entries in Section I of SB-405 are to be expressed shall be as follows: All entries, except entries in columns (6) and (7) and in the heading of column (15), shall be expressed in tenths; entries in column (6) shall be expressed in hundredths; and entries in column (7) and in the heading of column (15) shall be expressed in thousandths.

Column (1). Identify each tract for which data are to be entered by the ACP farm numbers or work sheet numbers used on SB-402, Farming Unit Report.

Column (2). Enter the number of acres planted to sugar beets for harvest in the 1940 crop year on each tract. Obtain such entries from column (d) of Section II of SB-402. Obtain and enter the total of this column.

Column (3). Enter the number of acres of sugar beets on each tract, which were abandoned for any reason. Obtain such entries from the space beneath the table in Section II of SB-402. Obtain and enter the total of this column.

Note: If the county committee has not yet made a determination as to the acreage which is to be approved for abandonment payment, SB-405 shall be completed on the basis of the total abandoned acreage. Later when determination has been made as to the acreage to be approved for abandonment payment, data in column (3) for acreage which is not to be approved for abandonment payment shall be encircled. Data in columns (10) and (11) with respect to unapproved acreage shall also be encircled. Data shall then be entered in columns (3),

(10) and (11) with respect to acreage which is to be approved for abandonment payment. If the county committee has already made the determination as to the acreage which is to be approved for abandonment payment at the time SB-405 is prepared, the total abandoned acreage shall be entered in column (3) and if part or all of such acreage is not to be approved for abandonment payment, the entries for unapproved acreage in column (3) shall be encircled and data for approved acreage shall be entered. Columns (10) and (11) shall then be completed on the basis of the unencircled entries in column (3).

Column (4). Enter the number of acres of sugar beets harvested from each tract. Obtain such entries from column (e) of Section II of SB-402. Obtain and enter the total of this column. The total of this column plus the total of column (3) (including both approved and unapproved abandoned acreage) must equal the total of column (2). In case of a difference, recheck the totals of the three columns to locate and correct the error.

Column (5). Enter the number of tons of sugar beets harvested from each tract and marketed for the production of sugar. Obtain such entries from column (5) of SB-407, 1940 Sugar Beet Marketing Report. Obtain and enter the total of this column.

Column (6). Enter the percentage of sugar content of the sugar beets marketed from each tract. Obtain such entry from column (6) of SB-407. In the case of a farming unit from which sugar beets were marketed under an "individual test contract," an entry shall be made for each tract, although in some cases, the entry for two or more tracts may be the same. In the case of a farming unit from which sugar beets were marketed under any type of agreement other than an "individual test contract," an entry need be made only in the first line of column (6) unless sugar beets from the farming unit were marketed to more than one factory, in which case enter in such column for each tract the average percentage of sugar content for the factory to which the sugar beets from such tract were marketed.

Obtain the weighted average percentage of sugar content for the farming unit, to be entered in the space for the total of column (6). In the case of a farming unit from which sugar beets were marketed under "individual test contracts," obtain such weighted average as follows:

1. Multiply each entry in column (5) by the corresponding entry in column (6).

2. Add the results obtained in step 1.

3. Divide the result obtained in step 2 by the total of column (5).

Enter the result in the space for the total of column (6).

In the case of a farming unit from which sugar beets were marketed under other than an "individual test contract," the entry to be made in the space for the total of column (6) will be the same as the entry on the first line in column (6), except where sugar beets from one farming unit are marketed to more than one factory, in which case, a weighted average percentage of sugar content shall be obtained in the manner set forth in the preceding paragraph.

Column (7). Enter the rate of commercially recoverable sugar per ton of sugar beets. For a farming unit from which sugar beets were contracted to be marketed under an "individual test contract," enter the rate, which, according to SB-416, is the correct rate of commercially recoverable sugar for sugar beets of the percentage of sugar content shown in column (6). For a farming unit from which sugar beets were marketed under other than an "individual test contract," enter in column (7) the result obtained by multiplying the entry or entries in column (6) by .1946. If only one entry has been made in column (6), only one entry need be made in column (7).

Obtain the rate of commercially recoverable sugar per ton of sugar beets for the farming unit, to be entered in the space for the total of column (7). In the case of a farming unit from which sugar beets were marketed under an "individual test contract," enter the rate, which, according to SB-416, is the correct rate for sugar beets of the sugar content shown in the space for the total of column (6). In the case of a farming unit from which sugar beets were marketed under other than an "individual test contract," obtain the rate to be entered in the space for the total of column (7) by multiplying the entry in the space for the total of column (6) by .1946.

Column (8). Enter the total production of sugar for each tract. Obtain such entry by multiplying the entries in column (5) by the corresponding entries in column (7).

Obtain the entry to be made in the space for the total of column (8) by multiplying the total of column (5) by the entry in the space for the total of column (7). Add the entries in column (8). This total must agree with the entry in the space for the total of column (8), although any difference due solely to the rounding of fractions may be disregarded.

Column (9). Enter the normal yield of commercially recoverable sugar per acre for the farming unit. Obtain this entry from column (41) of SB-409, Listing Sheet - 1940 Sugar Beet Program. The entry need be made only on the first line in column (9).

Column (10). Enter on each line on which an unencircled entry appears in column (3) the result obtained by multiplying such entry by the entry in column (9). Obtain and enter the total of column (10). Such total should equal the result obtained by multiplying the total of the entries in column (3) by the entry in column (9).

Column (11). Enter on each line on which an unencircled entry appears in column (10) the result obtained by dividing such entry by 3.0. Do not multiply by a decimal to obtain these results since differences in rounding of fractions may result. Enter in the space provided for the total of column (11) the result obtained by dividing the total of column (10) by 3.0. This entry must agree with the total of the entries in column (11), although any difference due solely to the rounding of fractions may be disregarded.

Column (12). Enter on each line in this column the result obtained by multiplying the entry on the corresponding line in column (4) by the entry in column (9). Obtain and enter the total of column (12). Such total should equal the result obtained by multiplying the total of column (4) by the entry in column (9).

Column (13). Enter on each line in this column the result obtained by multiplying the entry on the corresponding line in column (12) by 0.8. Enter in the space provided for the total of column (13) the result obtained by multiplying the total of column (12) by 0.8. This entry must agree with the total of the entries in column (13), although any difference due solely to the rounding of fractions may be disregarded.

Column (14). Enter on each line in this column the result obtained by subtracting from the entry on the corresponding line in column (13) the entry on the corresponding line in column (8). Enter zero (0) on any line on which the entry in column (8) equals or exceeds the entry in column (13). Obtain and enter the total of column (14). Such total is not intended to represent the amount of sugar for which a deficiency payment will be made with respect to the farming unit.

Column (15). Before any entries are made in this column for the individual tracts, enter in the space for the total of such column the result obtained by subtracting from the total of column (13), the total of column (8). Then divide the total of column (15) by the total of column (14) and enter the result in the blank space in the heading of column (15). Then multiply each entry in column (14) by the factor entered in the heading of column (15) and enter the results on the corresponding lines in column (15). The total of the resulting entries in column (15) must agree with the entry already made in the space for the total of such column, although any difference due solely to the rounding of fractions may be disregarded.

Note: If the county committee does not approve the farming unit for a deficiency payment, the entries in column (15) shall be encircled.

Column (16). Enter on each line in this column the result obtained by adding the unencircled entries on the same line in columns (8), (11), and (15). Enter in the space for the total of column (16) the result obtained by adding the unencircled totals of columns (8), (11), and (15). Such entry must agree with the total of the entries in column (16), although any difference due solely to the rounding of fractions may be disregarded.

II. PREPARATION OF SECTION II

Except as otherwise provided herein, entries in columns (4), (5), and (6) of Section II of SB-405 shall be expressed in tenths, and entries in columns (3) and (7) of such section shall be expressed in hundredths.

Column (1). Enter the names of all producers on the farming unit. Obtain such names from column (f) of Section II of SB-402. Enter the name of the operator-producer on the first line and before entering the second name, leave sufficient lines for the data with respect to all tracts in which such operator-producer has an interest. Similarly, if any other producer has an interest in more than one tract, leave sufficient lines for the data with respect to such tracts.

Column (2). Enter in this column the ACP numbers or work sheet numbers, of the tracts with respect to which the various producers share in the crop. Obtain such numbers from column (a) of Section II of SB-402.

Column (3). Enter the percentage share of the crop on each tract to which each producer is entitled under the lease or operating agreement relating to such tract. Obtain such entries from column (h) of Section II of SB-402.

Column (4). Enter the amount of sugar for payment with respect to each tract. Obtain such entries from column (16) of Section I.

Column (5). Enter on each line in this column the result obtained by multiplying the entry on the same line in column (3) by the entry on the same line in column (4). Obtain and enter the total of column (5). Such total must equal the total of column (16) of Section I, although any difference due solely to the rounding of fractions may be disregarded.

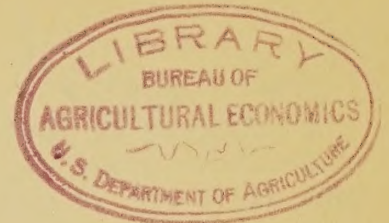
Column (6). Enter in this column on the line opposite the name of each producer the total of the entries in column (5) for such producer. For example, if a producer has an interest in three tracts on the farming unit, there should be three entries in column (5) for such producer and the total of such entries shall be entered in column (6) opposite the producer's name. Obtain and enter the total of column (6). Such total must agree with the total of column (5), and also with the total of column (16) of Section I, although any difference between the total of column (6) and the total of column (16) of Section I, which is due solely to the rounding of fractions, may be disregarded.

Column (7). Enter in this column the result obtained by dividing each entry in column (6) by the total of column (6). Such entries shall be rounded to the nearest hundredth, unless the total of column (6) is in excess of 3000.0, in which case such entries shall be rounded to the nearest thousandth. The total of this column must be 100.00 and if, due to the rounding of fractions, such total is not exactly 100.00, the highest individual entry in column (7) shall be adjusted so that the total will be 100.00.

Issued October 11, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

INSTRUCTIONS TO PROCESSORS FOR
PREPARING SB-407, 1940 SUGAR BEET
MARKETING REPORT



Prepare a separate report, in triplicate, of growers in each county within each factory district. Do not report the names of growers from more than one county on the same page. Where conveniently possible record names of growers alphabetically within each loading station or minor civil division in the county. Number the pages consecutively for each county report and complete the heading on each such report.

Column (1). Record the company contract number of each sugar beet grower.

Column (2). Record the name of the grower, and below the name of each grower insert the names of other persons known to be (a) owners of a part of the sugar beet crop, or (b) owners of the land on which the sugar beets were grown.

Column (3). Record the address of each person listed in column (2).

Column (4). Indicate the land tenure of each person listed in column (2) by inserting the letter "O" for the owner and "T" for tenant.

Column (5). Record to the nearest tenth of a ton the number of tons of sugar beets delivered.

Column (6). Record to the nearest hundredth of a percent the average sugar content. For districts in which settlement is based on an individual test, record the average sugar content of the sugar beets delivered by each grower listed in column (2). For all other districts record at the top of column (6) the average sugar content of the cossettes of the beets delivered by all growers.

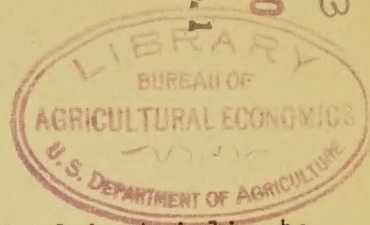
The number of pages of the report and the signature and title of the authorized agent of the company, together with the date of the signature, should be given on the last page of each county report.

Forward the original and two copies of the county reports to the State Agricultural Conservation Committee of the state in which the counties are located.

Issued October 11, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

INSTRUCTIONS TO STATE COMMITTEES
FOR COMPLETION OF SB-407,
1940 SUGAR BEET MARKETING REPORT



SB-407, 1940 Sugar Beet Marketing Report, will be received in triplicate (original and two copies) from sugar companies who process sugar beets produced in the State. A separate report should be received for each county in the State from which sugar beets are delivered to any beet sugar factory.

All computations described herein shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries in columns (5) and (6) of SB-407 should be shown in tenths and hundredths, respectively. However, if the sugar company has expressed entries in such columns to a greater number of decimal places, such entries shall be rounded back to the proper number of decimal places.

When SB-407 is received from a sugar company which contracts sugar beet acreage under that type of agreement known as an "individual test contract," complete all copies of such form as follows:

1. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. For each producer, enter the rate shown on SB-416 for sugar beets of the percentage of sugar content shown in column (6) of SB-407.
2. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) by the entry in column (7). Round such result to one decimal place.

If sugar beets are contracted by a sugar company using any type of agreement other than an "individual test contract," only one entry need have been made in column (6) on each sheet of SB-407. Such entry will represent the average sugar content of the cosettes of all the sugar beets delivered to such company from the district. Complete SB-407 in such cases as follows:

1. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. Such entry need be made only once on each sheet and shall be obtained by multiplying the entry in column (6) by .1946. Round the result to three decimal places.
2. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) opposite such producer's name by the entry in column (7). Round the result to one decimal place.

When a set of forms SB-407 for a county has been completed and all computations verified, the original of such SB-407 shall be forwarded to the county office. The first copy of SB-407 shall be forwarded to the Sugar Division, Department of Agriculture, Washington, D. C., and the second copy shall be retained in the State office.

